

Village of Northfield Lateral Appointment to Police Officer

Minimum Requirements and Qualifications

Applicants for lateral appointment to the position of police officer must meet the following minimum qualifications and requirements at the time of application:

- State of Illinois Certification by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. (Part-time certification as a law enforcement officer does not meet this requirement.)
- Prior law enforcement experience with an Illinois municipal police department for at least 3 years.
- Elector of the United States.
- Individuals must be at least 21 years old.
- Education - High school education or equivalent thereof and, (i) at least 60 semester (or equivalent trimester/quarter) credit hours at an accredited college or university or (ii) possess comparable work experience.
- Vision must be correctable to 20/40, and individuals must possess normal peripheral vision and the ability to distinguish colors.
- Valid Driver's License.
- Must agree to comply with all requirements of the position and possess the ability to pass all examination and training requirements.
- Furnish upon request, a copy of the following: Birth Certificate, High School diploma or G.E.D., transcripts and diplomas of higher learning, training certificates, Naval or Military Service Board and Discharge Papers, professional licenses, a resume, documents confirming work experience, and employee evaluations.

Selection Process

- Pre-screening interview
- Power Test
- Interview with Board of Fire and Police Commissioners
- Background Investigation
- Reference and Credit Check
- Pre-employment Medical Examination: Physical Examination, including drug screen, Polygraph Examination, and Psychological Examination.
- All Appointments are subject to a probationary period.

Lateral Entry Eligibility List

- Placement on any Lateral Eligibility List shall be based upon the relative excellence of the applicants.
- In the event that prescreening identifies applicants, who have certain knowledge, skills and abilities ("KSA") or several KSA's that make those applicants more desirable for the position sought to be filled, the Board may interview those applicants only for consideration.

Questions may be directed to:

Admin. Assistant Maureen French

Board of Police Commissioners

847-446-2131 or email mfrench@northfieldil.org

THE VILLAGE OF NORTHFIELD IS AN EQUAL OPPORTUNITY EMPLOYER

Village of Northfield Lateral Police Officer Recruitment Overview

The Community

There are 2,155 households located in the Village, 90% of which are owner occupied. Northfield is one of the few north shore suburbs which issues licenses for keeping horses. In addition to Northfield's bicycle and jogging trails, the Skokie Lagoons Forest Preserve offers boating, wooded trails, bike trails and bridle paths. Through a unique intergovernmental agreement with the Northfield Park District, School District #29 and the Village, a community center was built in 1998 providing indoor recreational activities to adults and children.

The Government

The Village of Northfield is a home rule municipality, governed by a Village president and six trustees (the "Village Board").

The Department

The Northfield Police Department operates under a community-oriented policing philosophy. Officers pride themselves in working closely with the community and providing prompt, courteous and individualized service. In addition, the Department provides the functions of patrol, criminal investigations, and traffic control/enforcement as well as an extensive Officer Friendly, and Crime Prevention Program.

The Department consists of 19 sworn police officers, one part time public service officer, one crossing guard and two civilian employees. A competitive, comprehensive wage and benefits package is provided to employees.

Testing Process: The selection of lateral police officer candidates is conducted by the Village of Northfield's Board of Police Commissioners. Final selection is by the Board of Police Commissioners, which conducts physical agility tests, backgrounds and oral interviews to create a Lateral Entry Eligibility List from which it will make conditional offers of employment subject to medical (physical including drug testing), polygraph and psychological examinations, as well as further background and physical agility tests, if necessary.

The Board of Police Commissioners maintains a Lateral Entry Eligibility List, as well as an Eligibility List of non-certified candidates, from which it may select candidates, at its discretion.

NORTHFIELD BOARD OF POLICE COMMISSIONERS
POLICE OFFICER EMPLOYMENT APPLICATION
FOR LATERAL APPOINTMENT

FORM A

Return to:
 Northfield Board of Police Commissioners
 Northfield Police Department
 350 Walnut Avenue
 Northfield, IL 60093

Date: _____

An Equal Opportunity Employer

It is the express policy of the Village of Northfield to consider all applicants for employment without regard to race, color, religion, gender, age, physical disability, national origin, or any other legally protected status, in accord with applicable legal requirements.

Instructions: Read application and enclosures thoroughly before providing the requested information. Type or print in ink. All questions must be answered and all information requested must be completed in full. If a question does not apply to you, please enter "N/A" (not applicable) in the blank provided. False, inaccurate or incomplete information may subject you to disqualification or dismissal from the department. Your signature is required on page 5 of Form A and on Form B and C. If space provided is inadequate, please provide additional information on page 5. Applicants are required to submit upon request a copy of their birth certificate, diplomas, transcripts, naval or military service board and discharge papers, resume, professional licenses, training certificates, documents confirming work experience and employee evaluations.

Personal Information

1. Name _____
Last First Middle

2. Present permanent address _____
City State Zip

3. Home Telephone No. _____ Work Telephone No. _____ Cell Phone No. _____

4. E-mail address: _____

5. Are you legally authorized to work in the U.S.? Yes ____ No ____ Are you a U.S. Citizen? Yes ____ No ____

****All applicants, regardless of citizenship, will be required to provide proof, as required by law, of their legal right to work in the U.S. ****

6. Do you meet the minimum requirements for this position? Yes ____ No ____

7. Are you certified as a Law Enforcement Officer by the Illinois Law Enforcement Training & Standards Board? Yes ____ No ____

If yes, provide date of certification: _____

8. Have you been employed as a law enforcement officer with an Illinois municipal police department for at least 3 years?
 Yes ____ No ____

9. Do you meet the education requirements of this position or possess comparable work experience? Yes ____ No ____

10. List your residences for the last ten years, starting with your current address.

| From Month/Year | To Month/Year | Address | City, State, Zip |
|--------------------|------------------|---------|------------------|
| | | | |
| | | | |
| | | | |

11. List below the names of 3 persons, not related to you, whom you have known for at least one year. The Village reserves the right to contact the references at any time.

| | | |
|--------------------------|--------------------------|--------------------------|
| Name: | Name: | Name: |
| Address: | Address: | Address: |
| City, State Zip: | City, State, Zip: | City, State, Zip: |
| Phone: | Phone: | Phone: |
| No. of Years Acquainted: | No. of Years Acquainted: | No. of Years Acquainted: |

12. List up to three commercial or business credit references (banks or charge accounts or firms from which you have borrowed money for any purpose).

| | | |
|-------------------|-------------------|-------------------|
| Name of Firm: | Name of Firm: | Name of Firm: |
| Address: | Address: | Address: |
| City, State Zip: | City, State Zip: | City, State Zip: |
| Type of Business: | Type of Business: | Type of Business: |

Education, Training, Skills

13. Please complete the following information:

| School | Name and Mailing Address of School | Course of Study | Type of Degree or Diploma Received |
|-----------------------|------------------------------------|-----------------|------------------------------------|
| High School | | | |
| Vocational/ Business | | | |
| Junior College | | | |
| College or University | | | |
| Higher Education | | | |

14. How many total semester (or equivalent trimester/quarter) college credit hours were successfully completed? _____

15. If you have not completed 60 semester (or equivalent trimester/quarter) college credit hours, list comparable work experience.

16. List any training, skills, professional licenses or certificates that you have that pertain to the position for which you are applying:

Military History

17. Are you now a member or veteran of the U.S. Military Service? Yes _____ No _____

18. If yes, in what branch of service do, or did, you serve? _____

Date and Location: _____

19. Were you Honorably Discharged? Yes _____ No _____

If no, explain in detail: _____

Employment History

20. List **ALL** of your previous employers, including any military service, beginning with your current or most recent employer.

From _____ To _____ Full Time _____ Part Time _____

Employer _____ Telephone _____

Address _____

Supervisor's Name and Title _____ Your Title _____

Your Duties _____

Reason for Leaving _____

Do you wish us to contact your current employer? _____

From _____ To _____ Full Time _____ Part Time _____

Employer _____ Telephone _____

Address _____

Supervisor's Name and Title _____ Your Title _____

Your Duties _____

Reason for Leaving _____

Do you wish us to contact your current employer? _____

From _____ To _____ Full Time _____ Part Time _____

Employer _____ Telephone _____

Address _____

Supervisor's Name and Title _____ Your Title _____

Your Duties _____

Reason for Leaving _____

Do you wish us to contact your current employer? _____

Please list additional employment information on Page 5 or attach a separate sheet of paper, if necessary.

21. Have you ever received formal discipline during your employment as a Law Enforcement Officer, such as written reprimands, suspensions, loss of pay, etc? Yes _____ No _____

If yes, list the agency, date of offense and a description of the disciplinary action:

22. Have you ever been discharged or forced to resign from previous employment? Yes _____ No _____

If yes, explain (include employer's name and address): _____

Personal History and Conviction Information (for background investigation purposes). You are not obligated to disclose criminal history records that have been sealed, impounded or expunged. The Village of Northfield will not automatically reject an applicant who has been convicted.

23. List all names, or aliases you have used, or have been known by:

24. Your Date of Birth _____

25. Drivers License Number _____ State _____ Expiration date _____

26. Have you ever had a driver's license in any other state? _____ Where? _____

27. Has your license ever been suspended or revoked, or have you ever been issued a judicial driving permit? Yes _____ No _____

If yes, please explain: _____

28. Have you ever been convicted of a felony or misdemeanor (excluding minor traffic offenses) in any jurisdiction? Yes _____ No _____

If yes, please provide the following information for all convictions:

What jurisdiction? _____ Date of offense? _____

What type of offense? _____

29. Have you ever used marijuana or any other illegal drug? Yes _____ No _____

Have you ever been involved with the sale and/or distribution of illegal drugs? Yes _____ No _____

If the answer to any of these questions is yes, please explain: _____

30. Have you ever been convicted of an offense at a military court martial? Yes _____ No _____

If yes, please explain: _____

If you wish to clarify any of the answers to the questions in this section, please provide details on Page 5.

Applicant's Acknowledgment and Authorization

Please read this carefully and in its entirety before signing below

I agree to cooperate with the Northfield Board of Police Commissioner's testing program by submitting to the following examinations, as required: pre-screening interview, physical agility testing, background investigations, polygraph examination, psychological examination, fingerprinting and medical physical examination. I further agree to furnish the Board of Police Commissioners the following documents for the purpose of photocopying: birth certificate, naturalization papers, military discharge papers, school transcripts and diplomas, training certificates, documents confirming work experience, and employee evaluations.

As an applicant for employment with the Northfield Police Department, I hereby release and discharge the Northfield Board of Police Commissioners (the "Board"), its authorized representatives and agents, and the Village of Northfield (the "Village"), its officers, agents and employees from any and all claims for damages, loss or injury, which I may have, or which may occur in connection with the processing of my application. I further agree to indemnify and hold harmless and defend the Northfield Board of Police Commissioners, its authorized representatives and agents, and the Village of Northfield, its officers, agents and employees from any and all claims for damages, loss, or injury, including death, which may arise or may be alleged to have arisen out of my participation in the process of applying for employment with the Northfield Police Department.

I understand and agree that all information furnished in this application may be verified and a background investigation conducted by the Northfield Board of Police Commissioners, or its authorized representative or agent, in conjunction with the requirements of the federal Fair Credit Reporting Act or other applicable law. I hereby authorize all individuals and organizations referred to in this application and any consumer reporting agency or law enforcement organization to give to the Northfield Board of Police Commissioners and/or Village all information relative to such verification and background check. I also authorize the Northfield Board of Police Commissioners, its authorized representatives and agents, and the Village, its officers, agents and employees, to provide to each other, any and all information, whether oral or written, obtained during the application and employment process, including information obtained in the course of a background check. Except as required by applicable law, I waive any right I may have to notice from any individuals or organizations named or referred to in this application or any consumer reporting agency or law enforcement organization prior to the release of any information to the Northfield Board of Police Commissioners or the Village. I hereby release such individuals, organizations, consumer reporting agency, law enforcement organization, the Northfield Board of Police Commissioners, its authorized representatives and agents, and the Village, its officers, agents and employees from any and all resulting liability for any claim or damage arising from the verification and background check process, except such claims which cannot be waived by law.

I understand that the Village of Northfield requires an employment physical including substance screening and do hereby agree to submit to testing for the detection of drugs and alcohol and give permission for test results to be released to the Northfield Board of Police Commissioners for review by that Board, its authorized agents and representatives. I further understand that positive test results, refusal to be tested, or any attempt to affect the test results or sample will result in withdrawal of my application for employment, withdrawal of any conditional offer of employment, or termination of employment, depending on when results are received. I understand that submission of this application for employment and its acceptance for consideration does not necessarily indicate that there are positions open and does not in any way obligate the Village of Northfield, Illinois.

I understand that non-probationary employment depends upon satisfactory completion of the probationary period of employment. If employed in the position applied for, I agree to abide and conform to the rules and regulations of the Northfield Board of Police Commissioners, Northfield Police Department and those of the Village of Northfield, Illinois.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and authorize the Board and the Village to check any of this information. I understand that if anything stated in this application is untrue, I may not be considered for employment and that I may be dismissed if I am employed by the Village.

Date

Print Your Name

Sign Your Name

**Consumer Report/Investigative Consumer Report
Disclosure and Release of Information Authorization
Pursuant to the Fair Credit Reporting Act**

I understand that a consumer report may be obtained by the Village of Northfield in the course of investigating the character and background of its applicants for employment with the Village or at any time during the term of employment if I am hired.

I authorize the Village of Northfield, and/or any consumer reporting agency used by them, to retrieve information from all personnel, educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state, municipal or county level, relating to my past activities, to supply any and all information concerning my background, and release the same from any liability resulting in providing such information. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving history, and criminal history records. Further, I understand that this information may be transmitted electronically and authorize such transmission.

I understand that a Consumer Report or Investigative Consumer Report ("Consumer Report") may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics and/or mode of living. I understand that: I have a right to be told if information in my file has been used against me; I have a right to know what is in my file and that I may request and obtain all information about me in the files of a consumer reporting agency with proper identification; I have a right to ask for a credit score; and, I have a right to dispute incomplete or inaccurate information. I understand that requests concerning the information in my consumer report should be directed to the consumer reporting agency.

I hereby certify that all the statements and answers set forth on the employment application form are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made. I agree that a photocopy of this authorization be accepted with the same authority as the original, and that if employed by the Village of Northfield, this authorization will remain in effect throughout such employment.

Signature

Social Security Number

Date

To the Credit Reporting Agency

The Village of Northfield certifies that: it has made its written disclosure to the consumer that a consumer report may be obtained; that it has obtained the consumer's prior written authorization; that the information being obtained will not be used in violation of any federal or state equal opportunity law or regulation; and that, before any adverse action is to be taken based on the consumer report, a copy of the report and a summary of the consumer's rights will be provided to the consumer by the consumer reporting agency.

NORTHFIELD BOARD OF POLICE COMMISSIONERS

FORM D

AMERICANS WITH DISABILITIES ACT REASONABLE ACCOMMODATION OF AN APPLICANT

Americans with Disabilities Act Reasonable Accommodation of an Applicant. Under the American with Disabilities Act (ADA), reasonable accommodation must be provided in the job application process to enable a qualified applicant to have an equal opportunity to be considered for a job. The Northfield Board of Police Commissioners is obligated to make an accommodation only to the *known* limitation of an otherwise qualified individual with a disability.

It is the responsibility of the applicant with a disability to inform the Northfield Board of Police Commissioners that an accommodation is needed to participate in the application process. The Board is not required to provide an accommodation if unaware of the need. An applicant seeking an accommodation for any phase of the initial selection process shall file a written request at least 5 working days prior to the date the selection step is held for which an accommodation is being sought. Requests for accommodation should be submitted to the Northfield Board of Police Commissioners, Northfield Police Department, 350 Walnut Avenue, Northfield, IL 60093.

If any member of the Village staff is approached during the initial phase of the selection process by an applicant requesting an accommodation in order to participate in that process, the individual should be referred immediately to Maureen French 847-446-2131 or email mfrench@northfieldil.org. The applicant shall be provided with the procedure for requesting a reasonable accommodation.

Village staff shall not authorize or approve an accommodation or suggest such approval and shall not allow the applicant to continue in the process with the benefit of the accommodation, without the express written authorization of the Northfield Board of Police Commissioners.

NORTHFIELD BOARD OF POLICE COMMISSIONERS

FORM E

EEOC DATA SHEET

The information collected on this form is for statistical validation only so that we may comply with legal requirements. This data is for periodic government reporting and will be kept in a confidential file separate from the Application for Employment. It will in no way affect the hiring process.

Circle the appropriate numbers:

- | | | |
|----------------|--|---|
| Gender: | 1 Male | 2 Female |
| Race: | 1 Hispanic or Latino | Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin |
| | 2 White | Persons having origins in Europe, North Africa, or the Middle East |
| | 3 Black or African American | Persons having origins in any Black racial groups of Africa |
| | 4 Native Hawaiian or Other Pacific Islander | Persons having origins in Hawaii or other Pacific Islands |
| | 5 Asian | Persons having origins in the Far East, Southeast Asia, India or the Pacific Islands, including China, Japan, Korea, the Philippine Islands and Samoa |
| | 6 American Indian or Alaska Native | Persons having origins in North American who maintain cultural identification through tribal affiliation or community recognition |
| | 7 Two or More Races | (not Hispanic/Latino) |

Position applied for: _____

How did you learn of this position?

- | | | |
|--|--|--|
| <input type="checkbox"/> Chicago Sun Times | <input type="checkbox"/> Korean Times | <input type="checkbox"/> womenandpolicing.org |
| <input type="checkbox"/> Pioneer Press | <input type="checkbox"/> theblueline.com | <input type="checkbox"/> LawEnforcementJobs.com |
| <input type="checkbox"/> Daily Herald | <input type="checkbox"/> Chicagojobs.com | <input type="checkbox"/> Village of Northfield website |
| <input type="checkbox"/> LaRaza | <input type="checkbox"/> nemrt.com | <input type="checkbox"/> Publicsafetyrecruitment.com |
| <input type="checkbox"/> Reflejos | <input type="checkbox"/> CCJobNet.com | <input type="checkbox"/> Job Postings |
| <input type="checkbox"/> Daily Defender | <input type="checkbox"/> Craig's List | <input type="checkbox"/> Word of Mouth |
| | | <input type="checkbox"/> Other: |
- _____